

FINAL

Ridgefield Library Board Meeting
May 24, 2021

Virtual Meeting

Present: Michele Booth, Secretary; Marge Davidson; Rob Ellis, Vice-Chair; Tom Gerhard; Sandra Gill; Alison Greeley, Chair; Bill Magill; Tom Main; Tizzie Mantione, Treasurer; Danielle McGrogan; Paul Mellinger; David Smith; Marc Vigliotti; Carrie Wells

Others present: Brenda McKinley, Library Director; Andy Forsyth, Assistant Director; Laureen Bubniak, Development Director; Tom Madden, FORL Vice-President; Kristina Lareau, Children Services Department Head; Anh Tran Ng, Children's Librarian; Laura Zolotorofe, Executive Assistant

Absent: Art Leaderman; Jeet Sandhu

Call to Order

The meeting was called to order at 7:35 p.m. by Chair, Alison Greeley.

Approval of Minutes

The minutes of the April 26, 2021 Library Board Meeting were approved as written.

Chair's Announcements

Chair Alison Greeley thanked Laureen Bubniak and the Development Committee for their hard work on this year's Gala. It was a lovely event and a wonderful tribute to Jay and Eileen Walker. The Strategic Planning Committee is working on setting priorities for the Board. Please let Alison know by the end of June if you have any input. The Board normally has only one meeting during the summer. Please let Alison know if you would prefer a July or August meeting.

Library Director's Report

Brenda McKinley's report was sent in the Board Packet. It consolidates information shared with the public since the Library closed due to the Covid-19 pandemic to create a permanent record for the Board files. Brenda had emailed the Board with the upcoming changes that will take place on June 1st. Brenda has consulted with Town Hall and masks will be optional for fully vaccinated patrons. Masks will be required for anyone age 2 and over entering the Children's Library. Library hours will revert to normal. Furniture will be returned, and time restrictions will be lifted. Study Rooms will be available on a drop-in basis. Program Rooms will remain as staff workspace for now. Please reach out to Brenda with any questions or concerns.

Staff Spotlight

Kristina Lareau, Children Services Department Head, and Anh Tran Ng, the new Children's Librarian, gave an overview of the Summer Reading Program. The program launches June 1st. Reading Colors Your World will be the theme. There will be weekly challenges, a reward for every 200 minutes read and a grand prize raffle. Kristina thanked the Friends of the Ridgefield Library for their generous support of the program. The Library is planning a StoryWalk throughout town and is collaborating with local businesses on this project. Mother Goose Storytime will take place in the gazebo at Ballard Park. Rain dates will be held in the Main Program Room. Summertime is usually the busiest time for the Children's Department and Kristina thanked her staff for their hard work and creativity.

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Friends Update

Vice-President of the Friends, Tom Madden, reported that internet book sales had a very busy start in April, but have now leveled off. The volunteers are happy to be back working in the Library. The next mini book sale is scheduled for June 4th and 5th outside on the Library front stonewall. The Friends will vote in June for two open Board positions. Tom Madden is running for President and Ken Ehrlickman for Treasurer.

Financial & Operational Sustainability

Development Committee – Laureen Bubniak thanked the remarkable Development Committee for their help with the virtual Gala. Rob Ellis commented on how everything ran smoothly.

Financial: Finance Committee – Treasurer Tizzie Mantione, congratulated Laureen Bubniak and the Development Team on a successful Gala. She updated the Board on the Library's finances. There is a surplus on the expense side due to the building being closed during the pandemic. However, the Library lost revenue from income generated by passports and operational income. The Ridgefield Town passed their budget this year on May 4th. The Library is the recipient of an \$18,000 IMLS grant. There are strict ways the money must be spent. Brenda and the staff are working on ways the funds may be used. The Finance Committee is investigating if a Roth IRA feature can be added to the employee retirement plan.

Operational: Governance Committee – Marge Davidson and the Governance Committee presented Brian Egge for nomination to the Library Board. ***Motion was seconded, voted on and unanimously approved.***

Michelle Booth will be leaving her Executive position when she steps down from the Board in June. Carrie Wells is nominated as the new Secretary. Voting will take place at the June Board meeting.

Community Engagement

Technology Committee – Information on the technology updates can be found in Brenda McKinley's Board report.

Communication Committee: Michele Booth reported that the virtual ARTalk series were well attended throughout the pandemic. The 6-part series on Making Smart Energy Choices also had a large virtual audience. The Library is partnering with the Anti-Racist Table to present age appropriate programs on race, fairness and compassion. Feedback has been positive on this program. The Sponsor of the Month is Bernard's and Sarah's Wine Bar. They provided the excellent dinners for the Gala event.

Cultivate Motivated Staff

Anh Tran Ng joined the Children's Department. The new Adult Program Coordinator, Lucy Handley, will begin on June 15th. She joins Ridgefield from the C.H. Booth Library in Newtown. A new Greeter will join the Library. Greeters will be present through the summer and will continue to welcome and orient patrons. All staff will return to working in the building. The EP3 performance planning process is underway and will be completed by the end of this fiscal year.

The next Board Meeting will be June 28th at 7:30 pm.

Meeting adjourned at 8:38 p.m.

Respectfully submitted,

Laura Zolotorofe
Executive Assistant